

MINUTES FOR THE EARTHWORK BALANCE CARD MEETING

This meeting was held on April 7, 2005 at the Geotechnical Unit's Conference room.

In attendance were Jay Bennett, Garry Lee, Cynthia Perry, Terry Fox, John Lansford, Cathy Houser, Randy Garris, John Pilipchuk, Don Moore, Njoroge Wainaina, and Victor Barbour.

A discussion was held relative to the earthwork document that is included in the Geotechnical Subsurface plans. This document is referred to as the "Balance Card" or "Earthwork Summary". This has led to confusion and in some instances the Earthwork Summary is included in the Subsurface plans instead of the Earthwork Balance Card. To minimize confusion and establish consistency, we agreed to refer to document for the Subsurface plans as the "Earthwork Balance Sheet". Unit heads are responsible for informing their employees of the new requirements.

We discussed the liability issues of including the Earthwork Balance Sheet in the Subsurface plans under the professional seal of a person that had not prepared the summary and computations. We discussed the logic of including the Earthwork Balance Sheet in the Subsurface plans instead of the Roadway plans. Following several discussions, the current process will remain unchanged. The Earthwork Balance Sheet will be prepared by the Roadway Design Unit and will be inserted in the Geotechnical Subsurface plans.

We considered several solutions to the issues raised and agreed on the following:

- When Roadway Design sends the request for a Subsurface Investigation, they will include a preliminary Earthwork Balance Sheet that will show a breakdown and quantities (3000 foot breaks and corresponding subtotals). Geotechnical Unit's project geologists will compute approximate quantities and provide those to Terry Fox when they submit the final products.
- Roadway Design will prepare the final Earthwork Balance Sheet using the submitted geotechnical information (suitable material, unsuitable material, undercut excavation, rock excavation, etc.)
- If the quantity of unclassified excavation exceeds 100,000 cubic yards, or the borrow material exceeds 100,000 cubic yards, Roadway will contact the Geotechnical Unit to review the earthwork quantities for the project. If there is a discrepancy of 10% or more between the quantities computed by Roadway Design and Geotechnical, the discrepancy will be identified and discussed. Validation of the appropriate quantities for the project will be established with input from both of the units.
- A suggestion was made to include lines on the Earthwork Balance Sheet showing the names of the preparer and the checker with dates. This is similar to the information shown on drainage summary sheets.
- Another suggestion was made to have the Roadway Design Unit send the Geotechnical Unit a set of plans when plans are sent to Location and Surveys and Photogrammetry requesting plan sheets. This will be required for projects with 100,000 cubic yards of unclassified excavation or 100,000 cubic yards of borrow. This will help the Geotechnical Unit to identify the project limits and assist with the scope of the required work.

If you have any questions concerning these minutes, please contact Njoroge Wainaina at 919-250-4088 or Jay Bennett at 919-250-4016.

(Same as THYD time.)

Send them another copy of Hearing Map and/or Survey Request Drawing